

# *Merit Promotion Announcement*

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**POSITION:** Contract Specialist, GS-1102-05/07 (Target GS-12)

**ANNOUNCEMENT NO.** 04-797-04

**NUMBER OF VACANCIES:** 1 or more

**STARTING SALARY RANGE:** GS-5: \$27,228 - \$35,392 per annum

GS-7: \$33,726 - \$43,845 per annum

**VA Office of Acquisition and Materiel Management**  
**National Acquisition Center, Federal Supply Schedule Service**  
**Hines, Illinois**

**OPENING DATE:** December 2, 2003

**CLOSING DATE:** December 19, 2003

**DISTRIBUTION:** Government-wide, **Chicago, Illinois Commuting Area ONLY**

**AREA OF CONSIDERATION:** Government-Wide ACTAP/ICTAP, Outstanding Scholars, VRA, 30% or more Disabled Veterans, other Veterans (see #5 in the "SPECIAL NOTES" section) Reinstatement, etc. Eligibles within the **Chicago Commuting Area ONLY**

**RELOCATION EXPENSES ARE NOT AUTHORIZED.**

**COMPLETED APPLICATION MATERIALS MUST BE RECEIVED IN THE HINES HRMD OFFICE BY THE CLOSE OF BUSINESS (4:30 P.M. CST) December 19, 2003.** (Completed application materials means all required forms (i.e., OF-612, VA forms 5-4676a and 5-4667b, performance appraisals, etc.) as outlined under the "How to Apply" section of this announcement.) Applicants must indicate in their application materials the lowest salary and/or grade they will accept.

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**DUTIES:** The incumbent serves as a contract specialist responsible for the solicitation, analysis, negotiation, awarding and administration of a group of contracts, such as definite quantity, indefinite quantity, indefinite delivery, requirements, multi-year, option year, direct vendor supply, national preferred and Federal Supply Schedules, some containing economic price adjustment provisions. The incumbent performs the full range of contract administration duties related to the contracts and is expected to become or be warranted. (**Note: Duties at the GS-05 grade level are similar, however the duties are performed under closer supervision.**)

## **QUALIFICATION REQUIREMENTS:**

**BASIC REQUIREMENT:** To qualify for this position candidates must meet the basic qualification requirement as set forth in the OPM Individual Qualification Standard for the GS-1102, Contract Specialist Series, revised and effective January 1, 2000, which states that candidates for these positions must possess either:

- A. A 4-year course of study leading to a bachelor's degree with a major in any field

**OR**

- B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**Vacancy Announcement No. 04-797-04**  
**Contract Specialist, GS-1102-05/07 (Target GS-12)**  
**VA National Acquisition Center, Federal Supply Schedule Service**  
**Hines, Illinois**

- C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees **must** meet specialized experience requirements when seeking another position.

**In addition to the Basic Requirement** candidates **must** also meet the experience requirements as outlined below. This is a summary of the qualification standards as outlined in Qualifications Standards Handbook (replaces OPM X-118) dated July, 1993. See your Human Resources Management Division for information on qualifications as specified in the Qualification Standard.

GRADE	EXPERIENCE OR EDUCATION	
	<i>GENERAL</i>	<i>SPECIALIZED</i>
GS-05	See Below.*	See Below.*
		4 year course of study leading to a bachelor's degree** <i>or</i> Superior Academic Achievement (SAA)**** <i>or</i> Outstanding Scholar*****
GS-07	None	1 year at least equivalent to GS-05
		1 full academic year of graduate level education*** <i>or</i> Superior Academic Achievement (SAA)**** <i>or</i> Outstanding Scholar*****

**\*COMBINATION OF EXPERIENCE AND EDUCATION TO QUALIFY FOR THE GS-05 GRADE LEVEL:** In addition to the basic requirement for the GS-5 level you must have a combination of education and contracting or procurement experience equivalent to four years of study. This work experience must have included performing duties related to contracting and procurement and included at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (NOTE: For education to be creditable, it must be from an accredited college or university.)

**SPECIALIZED EXPERIENCE AT THE GS-07 GRADE LEVEL:** Experience which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of that position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level, which is the GS-07. Examples of qualifying specialized experience include:

- Developing, preparing and presenting terms and conditions in bids or proposals related to the award of contracts.
- Negotiating and awarding contracts, contract modifications, and /or subcontracts.

**Contract Specialist, GS-1102-05/07 (Target GS-12)**  
**VA National Acquisition Center, Federal Supply Schedule Service**  
**Hines, Illinois**

- Administering the terms and conditions of contracts, including such aspects as preparing contract modifications, evaluation of performance under the contract, and contract termination.
- Analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating costs through various types of overhead and general and administrative expense.
- Formulating policies and procedures for the acquisition of goods or services, participating in procurement management reviews and contract clearance, or developing positions on claims and protests related to contracts.

**\*\*EDUCATION FOR GS-05:** Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the basic requirement and is fully qualifying at the GS-05 grade level.

**\*\*\*GRADUATE EDUCATION SUBSTITUTION FOR THE GS-07:** To qualify for contracting positions at grades GS-07 on the basis of graduate education, an applicant must have one full academic year of graduate study from an accredited college or university in or a combination of the following fields is required: acquisition management, business administration, contracting or procurement, economics, finance, industrial management, law, management and organization, marketing, public administration, purchasing, quantitative methods, or other fields related to the position to be filled.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours (or equivalent) will be considered as satisfying the 1-year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

**\*\*\*\*SUPERIOR ACADEMIC ACHIEVEMENT (S.A.A.):** This provision covers advanced trainee positions that provide opportunities for advancement upon attaining required job skills and knowledge, require no prior experience, and have work classified at two-grade intervals. It recognizes students who have achieved superior academic standing. In order to be creditable under this provision, superior academic achievement must have been gained in an undergraduate curriculum that is qualifying for the position being filled. S.A.A. is based on (1) class standing, (2) grade-point average, or (3) honor society membership. For further information on this provision, see your HRMD Office.

**\*\*\*\*\*OUTSTANDING SCHOLAR REQUIREMENTS (OS):** To qualify for consideration, you must be a college graduate and have maintained a grade-point average (GPA) of 3.45 or better on a 4.0 scale for all undergraduate course work, or have graduated in the upper 10% of your class or major university subdivision, such as the School of Business Administration.

**SPECIAL NOTES:**

1. All candidates must meet the minimum requirements of qualifications standards established by the VA or the OPM (Qualifications Standards Handbook).
2. Candidates must meet statutory and regulatory requirements including time-in-grade (which is one year at the GS-04 for the GS-5 and one year at the GS-5 for the GS-7) and time-after competitive appointment requirements in order to be eligible for consideration.

**4.**

**Vacancy Announcement No. 04-797-04**  
**Contract Specialist, GS-1102-05/07 (Target GS-12)**

**VA National Acquisition Center, Federal Supply Schedule Service  
Hines, Illinois**

3. Once a properly constructed promotion certificate is issued, it may be used for up to six months after the issuance date.
4. Selection at the GS-05 or GS-07 grade level **does not** guarantee promotion to the next higher grade level.
5. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
6. All applicants are asked to **voluntarily complete** Standard Form 181, Race and National Origin Identification.
7. For education to be creditable it must have been gained while attending an **accredited** college and/or university.
8. Applicants are responsible for ensuring that **all** college transcripts are submitted and reflect **all** course work completed. Applicants that are claiming Outstanding Scholar status are responsible for ensuring that proper documentation be submitted which reflects that their **overall** GPA includes **ALL** course work from all college(s) and/or universities(s) attended. If you attended more than one college or university and your final transcript does not reflect the proper overall GPA for **all** your course work regardless of the number of colleges and/or universities attended, you must list out all courses, completion dates, grades, credit hours (Semester and/or Quarter hours) and hours earned and calculate your **overall GPA**. (**Note:** 30 semester hours equals 45 quarter hours which is one year of study) Most colleges have "A," "B," "C," and "D" as passing grades and compute grade point averages on a 4,3,2,1 scale. If your college uses a different system, explain and show how it compares with the "A," "B," "C," "D" system. In order to compute an overall GPA based on a 4.0 scale you must do the following:

NUMBER OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "A"	_____	X 4 =	_____
NUMBER OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "B"	_____	X 3 =	_____
NUMBER OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "C"	_____	X 2 =	_____
NUMBER OF SEMESTER OR QUARTER HOURS WITH A GRADE OF "D"	_____	X 1 =	_____
NUMBER OF SEMESTER OR QUARTER HOURS FAILS	_____	X 0 =	_____

TOTAL (1)\_\_\_\_\_TOTAL(2)\_\_\_\_\_

GRADE POINT AVERAGE\_\_\_\_\_

*Total (2) divided by Total (1)*

9. In accordance with VA Handbook 5005, "Staffing", (formally VA Directive 5295, "Title 5 Employment Applications") in Chapter 3, Paragraph 1c, VA employees **must** submit an OF-612, "Optional Application for Federal Employment" when applying for VA Title 5 positions. The SF-171, Application for Federal Employment" may be substituted for the OF-612 if the employee so chooses. **No resumes or other written format will be accepted from VA employees by this office.**
10. In accordance with HRM Letter No. 05-01-01 please note that this office will no longer be able to use the Official Personnel Folders (OPFs) during the merit promotion process for the VA employees assigned to Stations 794 (SAMS), 796 (SDC), and 797 (NAC), which are serviced by this office. Therefore, effective immediately employees assigned to the aforementioned stations must submit complete application packages as outlined in the "HOW TO APPLY" section of this announcement.

5.

**Vacancy Announcement No. 04-797-04**

**Contract Specialist, GS-1102-05/07 (Target GS-12)**

**VA National Acquisition Center, Federal Supply Schedule Service**

**Hines, Illinois**

**NOTE:** If you are a displaced or surplus Federal employee, see the special instructions for priority selection consideration on the last page of this announcement. Applicants desiring priority selection consideration under the Agency Career Transition Assistance Program (A-CTAP) must be rated among the “well-qualified” group of candidates. “Well-qualified” for this position includes those candidates who have been determined to meet or exceed the fully satisfactory level of the crediting plan for the rating elements listed above.

**BEST QUALIFIED DETERMINATION (KSAs):** Qualified promotion candidates will be ranked on the basis of their experience, education, appraisals, training, awards, and outside activities to the extent that they show possession of the rating factors listed below:

1. Ability to gather, interpret and apply policies procedures, or guidelines to specific problems in order to arrive at justifiable conclusions.
2. Ability to communicate orally.
3. Ability to communicate in writing.
4. Ability to deal with a broad spectrum of people (i.e., cooperate with, gain cooperation of, treat fairly and objectively).
5. Ability and/or ability to research and interpret various rules, regulations, policies, laws, and procedures.
6. Knowledge of contracting/procurement and their processes (i.e., negotiating contacts, administering contracts, terminating contracts, types of contracts, etc.).

**HOW TO APPLY:** *All Current VA Employee Applicants:* **1.** Please complete VA Form 5-4078, "Application for Promotion or Reassignment". **2.** Submit an application for employment, which may be a SF-171, "Application for Federal Employment", or an OF-612, "Optional Application for Federal Employment". **3.** You must also submit VA Forms 5-4676a and 5-4667b using rating factors (KSAs) listed above as well as your training record, current Annual Performance Appraisal and latest SF-50B (Notification of Personnel Action), *which shows your current title, series, grade, and salary*. **4.** Copy of your official college transcript(s). All items listed must be *received* by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141, no later than the closing date shown on this announcement.**

*Applicants from other Federal Agencies:* **1.** Submit an application for employment, which may be a resume, an OF-612, "Optional Application for Federal Employment," or other written format. Your resume or other application materials, other than the OF-612, must contain the information found in OPM Pamphlet No. 510, "Applying for a Federal Job." **2.** Submit a copy of your most recent SF-50B (Notification of Personnel Action), which *shows your current title, series, grade, and salary*, a current Performance Appraisal, and a copy of your training record. **3.** Applicants are also responsible for responding to the rating factors (KSAs) and having their immediate supervisor respond to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). **4.** Copy of your official college transcript(s). The application package, items 1, 2, 3 and 4, must be *received* by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141 by the closing date shown on this announcement.**

6.

**Vacancy Announcement No. 04-797-04**

**Contract Specialist, GS-1102-05/07 (Target GS-12)**

**VA National Acquisition Center, Federal Supply Schedule Service**

**Hines, Illinois**

**Applicants under other Appointing Authorities (i.e., Reinstatement):** 1. Submit an application for employment, which may be a SF-171 "Application for Federal Employment" or an OF-612, "Optional Application for Federal Employment". 2. Submit a copy of your separation SF-50B (Notification of Personnel Action), ***which shows the last title, series, grade, and salary held***, Performance Appraisal, if available, **and** a copy of your training record (or equivalent), if applicable. 3. Applicants are also responsible for responding to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). 4. Copy of your official transcript(s). 5. Submit an OF 306, Declaration of Federal Employment. The application package, items 1, 2, 3, 4, and 5, must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141** **by the closing date shown on this announcement.**

**Applicants for SAA and Outstanding Scholars:** 1. Submit an application for employment, which may be a resume, an OF-612, "Optional Application for Federal Employment," or other written format. Your resume or other application materials, other than the OF-612, must contain the information found in OPM Pamphlet No. 510, "Applying for a Federal Job." 2. Submit an official copy of your college transcript(s). 3. Applicants are also responsible for responding to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). The application package, items 1, 2 and 3, must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141** **by the closing date shown on this announcement.** In addition, all applicants applying under the Outstanding Scholar provision are asked to **voluntarily complete** Standard Form 181, Race and National Origin Identification.

**Applicants applying under any Special Appointment Authority for Veterans:** 1. Submit an application for employment, which may be a resume, an OF-612, "Optional Application for Federal Employment," or other written format **and** a copy of ***all*** DD-214s. Your resume or other application materials, other than the OF-612, must contain the information found in OPM Pamphlet No. 510, "Applying for a Federal Job." 2. Submit a copy of your college transcript(s). 3. Applicants are also responsible for responding to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). 4. Copy of your official college transcript(s). The application package, items 1, 2, 3 and 4, must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141** **by the closing date shown on this announcement.**

**Overnight Address:** If you wish to send an overnight package by an organization other than the U.S. Postal Service you should send your package to VA National Acquisition Center, Human Resources (90N-HR), 1<sup>st</sup> Avenue 1 Block North of 22<sup>nd</sup> Street, Building 37, Hines, Illinois 60141.

**ACTAP/ICTAP APPLICANTS:** In addition to submitting the application materials listed above, please follow the instructions at the end of this announcement. All items listed must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141**, **no later than the closing date shown on this announcement.**

**The VA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resource Management Division. The decision on granting reasonable accommodation will be on a case-by-case basis.**

All applications and supporting documents will be retained by this office. **Please do not submit copies of previous job (position) descriptions, manuscripts, personal endorsements, or other unsolicited materials. After receipt, no requests for copies will be honored. Failure to comply with all the application procedures will result in an applicant being rated ineligible for the position or receiving less than full credit in the evaluation and ranking process.**

7.

Vacancy Announcement No. 04-797-04

Contract Specialist, GS-1102-05/07 (Target GS-12)

VA National Acquisition Center, Federal Supply Schedule Service  
Hines, Illinois

Use of postage-paid government agency envelopes to file job applications is a violation of Federal laws and regulations. *Applications submitted in postage-paid government envelopes or from any fax machine will not be accepted.*

**THE POSTING** of this announcement is a solicitation for applications from current VA employees for competitive considerations. It does not, however, restrict the right to consider or select applicants from any other recruitment source such as reassignment, appointment, demotion, transfer, reinstatement or special appointment authorities such as those for disabled veterans, veterans readjustment appointment (VRA) eligibles, severely disabled individuals, etc., if these individuals apply.

<b>All applicants tentatively selected for VA employment (in a testing designated position) are subject to urinalysis to screen for illegal use prior to employment. Applicants who refuse to be tested will be denied employment.</b>
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**ACTIONS** to fill this position will not be based on discriminatory factors which are prohibited by law.

**THIS POSITION IS LOCATED IN A SMOKE FREE BUILDING.**

/s// David C. Pollard

**DAVID C. POLLARD**

**Telephone: (708)786-7715**

Human Resources Specialist

Human Resources Management Division

## **SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES**

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration you must:

1. Be a displaced Federal employee. You **must** submit a copy of the appropriate documentation such as a RIF separation notice, or a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice, retired **on** the effective date of the RIF and submits Standard Form 50 that indicated "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

### **OR**

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package. (*This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.*)

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.). There is no longer a passive third-party referral program.

6. Be rated well-qualified for the position.



## **SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED VA EMPLOYEES**

A displaced or surplus employee is entitled to receive selection priority for jobs within his/her own agency before other persons, either within or outside the agency, may be selected under the provisions of the Agency Career Transition Assistance Program (ACTAP). That entitlement is subject to the following conditions:

1. The employee must not have been separated yet by RIF; eligibility ends on the RIF separation date;
2. The employee must apply on his (her) own for the vacancy. There is no longer a passive, third-party referral program. The application must be filed timely.
3. Have a current performance rating of record of at least fully successful. *A copy of the performance appraisal must be submitted with the application.*
4. The vacancy must be in the same commuting area as the employee's duty station.
5. The vacancy must be at or below the grade level of the job from which the employee will be separated. The vacancy must also have no greater promotion potential than the position from which the employee will be separated.
6. The employee must be rated well-qualified for the position.
7. The employee must submit a copy of the certification/displacement letter addressed to the employee. This information will be verified with the employee's servicing Human Resources Management Division.